

EDUCATION+

April – 2018

**Diploma in International
Financial Reporting Standards
(IFRS- ACCA, UK)** IACT Global
Education Pvt Ltd

December – 2015

Corporate Finance

IACT Global Education Pvt Ltd

June – 2012

M.Com (Commerce)

University of Madras

June – 2014

M.B.A (Finance)

University of Madras

May – 2010

Diploma in Accounting &

Auditing University of Madras

April – 2009

B Com

R.K.M. Vivekananda College

CORE COMPETENCIES

Finance & Accounts

Balance sheet Analysis

Tax Auditing

Individual Returns

Audit & Statutory Compliance

MIS Reporting

ADDITIONAL INFORMATION

Date of Birth: 11th Jan 1989

Nationality: Indian

Language: English and Tamil

English (R, W, S)

Passport Number: K2222852

Skype Id: chandrasedkar.68

LinkedIn: chandrasedkar c

WORK EXPERIENCE

KONE ELEVATORS

HR SENIOR EXECUTIVE – PAYROLL PROCESS **Mar 2019 – Present**

- Paysheet will be Validated Business Areawise before passing necessary entries in SAP
- Statutory Dues will be calculated on regionwise and payable on monthly basis before due date (PT,TDS, etc.,)
- Analysing of Business Areawise Monthly Forecast (Budget) vs Actuals
- Analysing of All ledger balances on monthly basis in SAP.
- Analysing of Provision provided Vs Actual payment made (Gratuity, Bonus and Leave Encashment)
- Monthly Head Count Reconciliation.
- Co-ordinating with Auditors for Statutory Audit closure.

SCOPE INTERNATIONAL PVT LTD

SENIOR OFFICER - SETTLEMENT PROCESS **Oct 2016 – Mar 2019**

- Treasury Handling - Converting currency by booking deal with Treasury team and passing necessary entries based on the treasury rate on daily basis.
- Settlement Process - Preparing the entries based on the settlement reports and passing to the respective accounts on daily basis after tallying the Net Settlement amount which we received from VISA / Mastercard.
- Taking care of Settlement of VISA and Mastercard also QOC / QMR submission to Visa/ Master on quarterly basis.
- Raising VISA Fee collection / Queries to VISA /MASTER and adjustments raised on time proactively whenever required.
- Preparing Monthly MIS Report with MCBS (Weekly) and VIBS (Monthly).
- Processing of Reconciliation files for VISA / MASTERCARD on daily basis.
- Performing functions like ATM related GL accounts & Nostro baklog clearance. which involves ATM Accounts Reconciliation & Nostro Reconciliation.

ACCPRO ACCOUNTING SERVICES PRIVATE LIMITED

ASSISTANT MANAGER

Nov 2014 – Sep 2016

Finance & Accounts:

- Supervising the preparation of all financial reports, including Profit and Loss statement, Balance sheet and statement of Cash flows, as well as the year-end financial reports.
- Preparing Quarterly Balance sheet, P&L fluctuation analysis & monthly expense variance analysis.
- Monitoring and analysing of variance between actual results and forecasts / budgets.

- Make day -to -day accounting and statutory compliances more and more time effective and error -free.

Taxation:

- Overseeing the smooth functioning of outsourced job for statutory work (Service Tax , TDS, VAT)
- Activities pertaining to taxation matters such as computation of TDS Return, Income Tax Return, Service Tax Return and Assessment of the same etc.
- Ensuring timely submission and filing of monthly TDS, VAT and Service tax liability.

Liaison & Coordination:

- Dealing with Direct and Indirect Tax Authorities like Sales Tax, Service Tax, and Income Tax
- Departments for assessments and other tax related issues.
- Dealing with banks and Financial Institutions for getting Term Loans, OD Limits.

 **M.G. SRIDHARAN & CO**

AUDIT ASSISTANT

Aug 2013 – Jun 2014

- Actively participated in Internal Audit of M/s Rialto Enterprises Private Limited (ORAL B)
- Actively participated in Statutory Audit of M/s CRP India Private Limited
- Preparation of TDS and e filing for Orchid Chemicals & Pharmaceuticals Limited and other companies.

 **BNK PROCESSED FOODS PVT LTD**

ACCOUNTANT

Mar 2012 – May 2013

- **Accounts Payable**
 1. Verification of Suppliers Bills and Accounting the same.
 2. Making Creditors Payments.
 3. Processing local Suppliers Bills for Payments.
- **Accounts Receivable**
 1. Reconciliation of Customers Accounts.
 2. Communication and follow up with the Customers for payments.
 3. Preparing the aging report of customers due list.
- **Sales Tax**
 1. Preparing & Filing of Sales Tax Monthly Return on Due Date.
- **Direct Taxation**
 1. Deducting TDS for Employees and others (Contractors, Professionals & Rent etc,)
- **Others**
 1. Preparing Bank Reconciliation Statement in Daily basis.
 2. All day to day activities and liaison with bank officials.
 3. Maintaining fixed assets Register.
 4. Maintaining Cash in Daily Basis.
 5. Preparing MIS Report.

 **R.V. NARAYANAN & ASSOCIATES**

AUDIT ASSISTANT

Jun 2009 - Nov 2011

- Responsible for Tax audits, Income tax filing for Individuals, Firms, Companies etc,.
- Actively involved in auditing of Companies, Banks.
- Applying and obtaining Service Tax registrations.
- Applying and obtaining Permanent Account Number (PAN) and Tax Identification Number (TAN).
- Involved in financial accounting work in order to maintain a proper record.